



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION
2300 Virginia Ave
Fort Pierce, FL 34982
772-462-2822

Application for a Lot Split

Lot Split Fee:	\$250.00
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Directions for Submittal

Please complete the requested information and submit all items to the St. Lucie County Planning and Development Services Department, 2300 Virginia Avenue, Fort Pierce, FL 34982. The proper non-refundable application fee must accompany all applications. For assistance in submitting the application, please contact the St. Lucie County Planning and Development Services, Planning Division.

A **Lot Split** application may be submitted where a parcel of land is being divided into two contiguous parcels or an adjustment of a lot line without the increase in the number of parcels. All newly created parcels shall comply with all applicable laws and ordinances.

Any division of property placed into the lands records of St. Lucie County after August 1, 1990, without having obtained a lot split approval, may not be eligible for the receipt of any building permits approvals.

The only exception to this review process would be for those divisions done in conjunction with the filing of a site plan as further identified in Section 11.02.00 of this Code.

For additional details on the information necessary for a Lot Split application submission, please refer to Section 11.03.04, of the St. Lucie County Land Development Code.

The initial submission shall include the following:

- 1) One (1) copy of the completed lot split application.
- 2) One (4) copies of the Boundary Survey, indicating the following:
 - a) Complete boundary identification, with legal description of the parent tract of land from which the division is being created.
 - b) Complete boundary identification, with legal description of each area proposed for division.
 - c) Exact location of any structures and identification of all existing or proposed easements and right-of-ways affecting the parent property and the proposed property to be created.
- 3) The survey and descriptions shall be prepared and sealed by a professional land surveyor, registered in the State of Florida.
- 4) Required processing fee.

For an application submission to be determined complete, all required materials must be present at the time of submission.

Project Information

Applicant Information

Name

Address	
Phone/Fax	
Email	
Property Owner Information	
Name	
Address	
Phone/Fax	
Email	
Property Tax ID#(s):	
Legal Description As It Exists Now (attach extra sheets if necessary)	
Legal Description of Properties as Proposed	

1. Acreage or square feet of property as it exists now:

2. Acreage or square feet of properties as proposed:

Lot # _____ Sq Ft _____ Lot # _____ Sq Ft _____

The total of lot size shown must equal the original property size given in the proposed legal descriptions. The original parcel can only be split once, thus creating two lots. No further division of an approved lot split is permitted unless a final recorded plat is prepared and submitted in accordance with Section 11.03.01 – 11.03.03 of the St. Lucie County Land Development Code.

3. Zoning Designation: _____ Land Use: _____

Does each of the lots conform to the minimum lot size and dimensional requirements of the zoning district in which they are located? Refer to Table 7-10 of the Land Development Code.

☐ Yes ☐ No

4. Water and Sewer Availability:

Central Water: ☐ Yes ☐ No

Utility Company:

Sanitary Sewer: ☐ Yes ☐ No

Utility Company:

If your water and sewer services are obtained from a private utility, you will need to attach the following to this application.

- a. Written proof from the utility company of existing capacity to services your needs; and
- b. Written approval from the Department of Environmental Regulation that the utility company is able to serve you.

Note: St. Lucie County Comprehensive Plan, Policy 4.D.1.4.3 stipulates that construction of a new residential development at densities greater than two units per acre only be permitted when central water and central sewer (including package treatment plants) systems are available or will be provided concurrent with the impacts of the development.

Special Notice

Please read before signing acknowledgments below.

Submission of this application does not constitute the granting of site plan approval. All appropriate requirements must be met prior to this project being presented for approval to the appropriate authority. St. Lucie County reserves the right to request additional information to ensure a complete review of this property/project.

Acknowledgments

Applicant Information (Property Owner)

Name: _____

Address: _____

Phone: _____ Fax: _____

Agent Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Property Owner Information:

This application will not be considered complete without the notarized signature of all property owners of record, which shall serve as an acknowledgment of the submission of this application for site plan approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

Property Owner's Signature

Print Property Owner's Name

Property Owner's Signature

State of Florida

County of _____

The foregoing instrument was acknowledged before me

this _____ day of _____ 20_____, by

_____ who is personally

known to me or who has produced _____

as identification.

Signature of Notary

Print Name of Notary

Title: Notary Public

Commission Number _____ (Seal)

Print Property Owner's Name

Office Use Only	
Project Reviewer	
DRC Review	
Approval Date	
Comments	